

Van Lakes Homeowners Association

Board Meeting Minutes

Date: September 14, 2025

Time: 1:00 p.m.

Location: Common Area

1. Call to Order

The meeting of the Van Lakes Homeowners Association Board of Directors was called to order at 1:18 p.m. by Scott Bryant, President.

2. Attendance

Executive Board Members Present:

- Scott Bryant
- Paul Ashcraft

Director's Present:

- David Swanbeck
- Peter Pope
- Bernie Readmons
- Richard Schmoll
- Shannan Cornell

Homeowners Present: Twenty-six (26) including board members.

3. Approval of Previous Minutes

Review of Prior Meeting Minutes: The minutes of the previous meeting were unavailable and could not be reviewed or approved at this time.

4. Reports

President's Report: No report provided.

Treasurer's Report: Paul Ashcraft presented the financial report.

5. Old Business

Front Entrance Gate Discussion

- Peter Pope reported setbacks caused by TECO and additional unplanned work.
 - Homeowners raised concerns regarding additional costs.
 - Peter Pope confirmed he requested a full estimate including all costs.
 - Completion of the gate is expected by the end of October 2025.
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6. New Business

Discussion of Alleged Misuse of Funds by Jay Alderman

- Presentation: Peter Pope provided a description and supporting invoices regarding funds allegedly misused by Jay Alderman for common area maintenance during 2024–2025.
- **Concerns Raised:**
 - Funds were not used for emergencies. Board members may only approve up to \$10,000 for emergency use.
 - Approval of funds did not have the required two signatures.
 - Questions regarding the intent of Jay Alderman.
 - Homeowners expressed concern regarding potential liability for Mrs. Alderman and there daughter (Lawn Service owners wife)
 - Homeowner Pam inquired whether prior action was taken to prevent the misuse.
 - Homeowner watched lawn service cut trees down and then hitting the water tank/pump house.

Discussion & Actions:

- Peter Pope explained that on August 16, 2025, he contacted Scott Bryant regarding approval of branch removal at the pump house. Jay Alderman stated he approved \$6,500 for the work due to the branches potentially falling in hurricane on pump house.
- A cease-and-desist order was issued immediately. Peter Pope, David Swanbeck, and Scott Bryant visited Jay Alderman's residence to notify him of

the order. A disagreement occurred between Jay Alderman and his family (MVJ Infinity Pressure Washing & Lawn Care).

- Homeowners inquired about the process for removing Jay Alderman from the board and selecting a new lawn service provider.
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7. Board Member Education Requirement

- The board and homeowners discussed compliance with Florida law requiring all board members to complete a **four-hour Department of Business and Professional Regulation (DBPR)-approved education course** within 90 days of election or appointment.
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8. Steps Moving Forward

- All HOA Board members to complete the 4-hour DBPR course and obtain certification by September 28, 2025.
 - All HOA funds to be frozen, except for normal HOA charges.
 - A special meeting has been discussed/set for October 5, 2025 to review misused funds by Jay Alderman.
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8. Adjournment

- Meeting adjourned at 2:45 p.m.
 - Next meeting scheduled for October 5, 2025.
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Acting Secretary, Van Lakes HOA
Nicole Lyons
Date: 9/14/25